

TSA Record keeping requirements audit

By: _____

review date: _____

Member name

Username

Record keeping required? (complete this section, then Y/N)

For members not seeking training, no records required

For aliens: TSA records must be kept for 5 years from the member's permission start date

For citizens: TSA records must be kept for 5 years from proof of citizenship (membership) date

Security Awareness Training: TSA record must be kept until 1 year after member is terminated

Purge dates

Alien Purge date

if past, TSA docs not required

US Citizen Purge date

if past, TSA docs not required

Security Awareness

TSA docs required, note above

US Citizen

proof of citizenship

Alien

US Pilot certificate, if applicable

Address(es) (drivers license, membership application or other)

Passport(s)

Visa(s)

TSA Permission e-mail

First day photo

training start within 180 days? - confirm with lesson log or account statement

training authority ends (Also check "TSA recurrent" date in SkyScheduler)

date _____

For Audit, confirm that additional checklists are not required

Club officials, instructors, employees - Additional for Security Awareness Training

Certificates on file?

Current Certificate on file (< 1 year old)?

Certificates contain:

initial/recurrent?

name and Username

Date of training

member signature

official signature

Confirm SkyScheduler "TSA recurrent" date
